



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

UNDERSHERIFF

Class No. 000260

■ CLASSIFICATION PURPOSE

The Charter of the County of San Diego, in Section 908.2, provides for an unclassified service, including the chief deputies of elected officials.

■ DISTINGUISHING CHARACTERISTICS

The Undersheriff is in the unclassified service and works as a chief deputy for the Sheriff.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. The Undersheriff is responsible for assisting the Sheriff with the organization of the Sheriff's Department for efficient and effective law enforcement.
2. May be required to make public appearances and speak on behalf of departmental activities.
3. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Local law enforcement agencies in San Diego County.
- Department policies, procedures, and San Diego County Administrative Code.
- Personnel management.
- Budget analysis and justifications.
- Principles of management and organizational analysis.
- Local, State, and Federal laws.
- Law enforcement rules and regulations.
- Departmental Memoranda of Agreement.
- Civil Service Rules and Regulations.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Write comprehensive reports and recommendations.
- Analyze, develop and recommend changes in methods, systems, policy and procedures on highly complex and sensitive issues and programs.
- Recognize and resolve problems of a sensitive or political nature.
- Exercise effective leadership, independent judgment and initiative.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: June 25, 1982
Reviewed: Spring 2004

Undersheriff (Class No. 000260)

Union Code: NE

Variable Entry: Y